

# External Audit Engagement Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Charity Organization Name]

[Charity Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our understanding of the external audit services we will provide for [Charity Organization Name] for the fiscal year ending [Fiscal Year End Date]. The objective of our audit is to express an opinion on the financial statements of [Charity Organization Name] as of that date.

Scope of the Audit:

- We will conduct our audit in accordance with auditing standards generally accepted in [Your Country].
- The audit will include testing and evaluating the effectiveness of internal controls.
- We will provide recommendations for any identified deficiencies.

Responsibilities:

- [Charity Organization Name] is responsible for the preparation and fair presentation of the financial statements.
- We will require unrestricted access to all necessary records and individuals.

Fees:

Our fees for the audit will be [Insert Fee] and will be billed as outlined in the attached Schedule of Fees.

We appreciate the opportunity to work with [Charity Organization Name] and look forward to assisting you with the upcoming audit. Please confirm your acceptance of the terms of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]  
[City, State, Zip Code]

Accepted by:

[Recipient's Name]  
[Recipient's Title]  
[Charity Organization Name]